

**Army Regulation 672–16
SECNAVINST 5061.16A
AFMAN 36–2806**

Decorations, Awards, and Honors

**Zachary and
Elizabeth
Fisher
Distinguished
Civilian
Humanitarian
Award**

**Headquarters
Departments of the Army,
the Navy,
and the Air Force
Washington, DC
5 December 2019**

UNCLASSIFIED

SUMMARY of CHANGE

AR 672–16/SECNAVINST 5061.16A/AFMAN 36–2806

Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award

This major revision, dated 5 December 2019—

- o Updates nomination procedures (para 4–2).
- o Adds an internal control evaluation (appendix B).

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Effective 5 January 2020

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Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award

By Order of the Secretary of the Army, Navy, and Air Force:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Thomas B. Modly
Under Secretary of the Navy

Official:


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to the Secretary of the Army

SHON J. MANASCO
Assistant Secretary of the Airforce
(Manpower And Reserve Affairs)

History. This publication is a major revision.

Summary. This guidance establishes the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award. It prescribes the eligibility requirements and the nomination and selection criteria for the award. It also provides the responsibilities and procedures of the Selection Recommendation Committee.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to the Navy, the Air Force, and the Marine Corps.

Proponent and exception authority. The proponent of this regulation is the Assistant Secretary of the Army (Manpower and Reserve Affairs). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation

by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Assistant Secretary of the Army (Manpower and Reserve Affairs) (SAMR–CP), 111 Army Pentagon, Washington, DC 20310.

Suggested improvements. Army users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Assistant Secretary of the Army (Manpower and Reserve Affairs) (SAMR–CP), 111 Army Pentagon, Washington, DC 20310. All

other users will submit their comments and suggested improvements by memorandum or on their own agency form.

Committee management. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation later takes on the characteristics of a committee, as found in AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

Distribution. *Army:* This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. *Navy:* SNDL Parts 1 and 2. *Air Force:* F (compliance with this publication is mandatory). *Marine Corps:* MARCORPS PCN 71000000000 and 71000000100.

*This regulation supersedes AR 672-17/SECNAVINST 5061.16/AFI 36-2840(I), dated 15 May 1998.

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Chapter 1

Introduction

1–1. Purpose

This guidance prescribes policy governing the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award and prescribes the criteria and nominating procedures for the award. It also gives the responsibilities of the Multi-Department Selection Recommendation Committee.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

- a.* The Secretaries of the Army, the Navy, and the Air Force will—
 - (1) Approve the selection of the recipient of the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award.
 - (2) Rotate presentation of the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award, at an appropriate ceremony, to the selected individual(s) or organization(s).
- b.* Each Military Department principal official with responsibility for manpower and reserve affairs, or their representative, will—
 - (1) Serve as a member of the Multi-Department Selection Recommendation Committee to evaluate and select the nominee for the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award.
 - (2) Serve as a member of the nominating panel and establish internal nomination procedures to solicit and review nominations for the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award (see chap 4).
 - (3) Provide specific nomination guidance to the subordinate organizations within their respective department.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2

Background and Description

2–1. Authority

In 1996, the Secretaries of the Army, the Navy, and the Air Force approved the establishment of the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award on a continuing basis.

2–2. Background

The award is named in honor of Zachary and Elizabeth Fisher, both of whom have contributed extensively to the support and welfare of the members of the Armed Services of the United States. The award is a multi-Department award designated to recognize and reward an individual(s) or organization(s) demonstrating exceptional patriotism and humanitarian concern for members of the U.S. Armed Forces or their families. The award is intended to honor and recognize a private sector individual or organization that has demonstrated exceptional patriotism and humanitarian concerns for members of the U.S. Armed Services.

2–3. Description

The Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award consists of a large commemorative trophy with the annual recipient(s)' name(s) engraved on brass plates. This trophy remains on display in the Pentagon and is removed only for the annual presentation ceremony. Medallions and lapel pins are presented to each annual recipient.

Chapter 3

Criteria and Eligibility for the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award

3–1. Criteria

The Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award will be presented, on an annual basis, to an individual(s) or organization(s) that satisfies the following criteria:

- a.* Exemplifies Zachary and Elizabeth Fisher's personal qualities of patriotism, generosity, and selfless dedication to the members of the Armed Forces of the United States, through an outstanding humanitarian act or service.
- b.* Selflessly contributes an extraordinary amount of time, talent, or resources to benefit members of the Armed Forces of the United States.
- c.* Significantly enhances the quality of life of military members or their families through the act or service.

3–2. Eligibility

The eligibility requirements are as follows:

- a.* Individuals or organizations who are not employed by the Department of Defense (DOD) and its components, or who were not so employed during the period for which the award is recommended. However, a period of DOD employment does not necessarily preclude consideration for a multi-year/lifetime contribution award for service performed while not employed by DOD.
- b.* Individuals or organizations that do not have commercial or profit-making relationships with DOD or with a DOD component.
- c.* Individuals or organizations having a commercial or profit-making relationship with DOD, or with a DOD Component, may be eligible to receive the award if the following is true:
 - (1) The contribution is substantially beyond that specified or implied within the terms of the contract establishing the relationship.
 - (2) The recognition is clearly in the public interest.

3–3. Period of service

The period of service for the award is from 1 January through 31 December of each calendar year or for a multi-year/lifetime contribution.

3–4. Awarding

The Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award will only be awarded when these extraordinary standards are met. The Military Departments' nominating panels and the Multi-Department Selection Recommendation Committee need not forward recommended recipients of the award if the nominees do not meet the criteria and eligibility requirements.

Chapter 4

Nominating Responsibilities, Procedures, and Award Presentation

4–1. Nominating responsibilities

The Military Departments' nominating panels and the Multi-Department Selection Recommendation Committee are responsible for nominating and recommending the annual recipient(s) of the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award.

- a. Military Departments' nominating panels.* Each of the Military Departments will establish an internal nominating panel to be chaired by the Department's Assistant Secretary for Manpower and Reserve Affairs, or designated representative. The Department of the Navy nominating panel will be composed of representatives from the Navy and from the Marine Corps. Nominations for the award shall be submitted through the administrative chain of command to each Department nominating panel. Each Department nominating panel will then recommend a candidate and forward the selected

nomination package, in accordance with the official call for nominations, to the Multi-Department Selection Recommendation Committee for consideration.

b. Multi-Department Selection Recommendation Committee. A Multi-Department Selection Recommendation Committee will be established consisting of the Assistant Secretary of the Army (Manpower and Reserve Affairs), the Assistant Secretary of the Navy (Manpower and Reserve Affairs), and the Assistant Secretary of the Air Force (Manpower and Reserve Affairs), or their representative. The Committee will meet annually, at a minimum, to recommend a proposed recipient from the candidates nominated by the Departments' nominating panels and forward the ranked packages, along with the recommended recipient name(s), to the Military Department Secretary with presentation authority for that year.

c. Department Secretaries' approval. The Department Secretary with presentation authority for that year will—

- (1) Forward the ranked packages to the other Department Secretaries for review and final approval.
- (2) Convene a selection conference to determine the award recipient.

d. Award presentation authority. Award presentation authority will rotate among the Military Departments, beginning with the Department of the Navy in 1996, followed by the Department of the Army, and the Department of the Air Force.

4–2. Nomination procedures

Nominations will be submitted to each of the Departments' nominating panels, in accordance with established timelines, and shall include the following:

- a.* Name of nominee.
- b.* Nominee's address.
- c.* Nominee's present position.
- d.* Name and address of nominee's employer during the period of humanitarian service.
- e.* Summary, not to exceed two double-spaced pages, of the humanitarian act or service rendered, and how it significantly enhanced the quality of life of military members or their families.
- f.* Nomination submissions must contain an endorsement signed by the Administrative Assistant to the Secretary of the Army and the commanders/heads of Army commands, Army service component commands, and direct reporting units.
- g.* Supporting documentation (optional).
- h.* A proposed citation, which provides specific examples of the act or service performed.
- i.* Name, address, and telephone number of the point of contact for the nominating organization.

4–3. Award presentation

The Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award will be presented in an appropriate ceremony.

Appendix A

References

Section I

Required Publications

This section contains no entries.

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 11–2

Managers' Internal Control Program

AR 15–1

Department of the Army Federal Advisory Committee Management Program

AR 25–30

Army Publishing Program

DA Pam 25–403

Guide to Recordkeeping in the Army

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

Internal Control Evaluation

B–1. Function

The function covered by this evaluation is to decorate, award, and honor the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award recipient.

B–2. Purpose

This purpose of this evaluation is to assist officials in evaluating the key internal controls outlined. It is not intended to cover all controls. This regulation prescribes policy governing the Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award and prescribes the criteria and nominating procedures for the award. It also gives the responsibilities of the Multi-Department Selection Recommendation Committee.

B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling simulation, other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be completed on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

- a.* Have principal officials provided guidance to all subordinate organizations to ensure nomination packets meet the selection criteria as prescribed in this regulation?
- b.* Are award recipients recognized in accordance with award presentation ceremonies, as appropriate?
- c.* Are all Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Awards presented in accordance with award presentation authority as prescribed in this regulation?

B–5. Supersession

This is the initial internal control evaluation for AR 672–16.

B–6. Comments

Help make this a better process for evaluating internal controls. Submit comments to Assistant Secretary of the Army (Manpower and Reserve Affairs) (SAMR–CP), 111 Army Pentagon, Washington, DC 20310.

Glossary

Section I

Abbreviations

ARIMS

Army Records Information Management System

DOD

Department of Defense

RRS-A

Army Records Retention Schedule-Army

Section II

Terms

This section contains no entries.

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